

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

OPENING DATE: 13 OCT 04

CLOSING DATE: 26 OCT 04

The following positions are included in this announcement:

ANNOUNCEMENT NO.:

TITLE/PAY PLAN-SERIES-GRADE

NAF-PA-2004-172

Bowling Facility Maintenance Worker, NA-4749-03

NAF-PA-2004-173

Lifeguard, NF-0189-01

NAF-PA-2004-174

Recreation Assistant, NF-0189-02

NAF-PA-2004-175

Veterinary Medical Officer, NF-0701-04

Applications and/or resumes for consideration and evaluation methods of candidates will be in accordance with AR 215-3. All qualified applicants will receive consideration without regard to race, color, creed, sex, national origin, politics, marital status, physical handicap (which does not interfere with the accomplishment of the job), age, membership or non-membership in a labor organization.

WHISTLE BLOWER PROTECTION: NAF employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of the employees and applicants will be protected.

SPECIAL CONDITION OF EMPLOYMENT: All NAF employees are required to designate a financial institution to which their pay can be directly deposited via Electronic Fund Transfer (EFT). A waiver may be requested to alleviate financial hardship.

AREA OF CONSIDERATION: Applications (DA FORM 3433 and 3433-1) and/or resume will be accepted from all individuals, including active duty military.

WHERE TO APPLY: Applications (DA FORM 3433 and 3433-1) and/or resume may either be mailed to the Civilian Personnel Advisory Center (CPAC), NAF Branch, 7041 Radio Road – Bldg. 413, Fort Polk, LA., 71459 or submitted to CPAC by placing the application and/or resume in the drop slot outside the building or in the drop slot in the Job Information Center. All applications and/or resumes must be received in CPAC no later than the closing date of the announcement.

HOW TO APPLY: Interested candidates should apply by completing, signing and submitting an application for Nonappropriated Fund Employment, DA Form 3433 and 3433-1(Supplemental Application Form, must be completed as a condition of employment) and/or a resume. One application and/or resume is required for each position. Applications and/or resume must be completed according to instructions on the DA Form 3433 and 3433-1. Applications/resumes must include an original (not photocopied) signature and date. **INCOMPLETE APPLICATIONS/RESUMES WILL NOT BE CONSIDERED.** Applications and/or resumes must be completed with detailed description of experience for each period of employment.

SELECTION PRIORITIES: Selection preferences for all competitive recruitment actions for positions NF-3 and below, to include all prevailing rate positions, will be given according to the following priorities:

1. Spouse Employment Preference (SEP)
2. Involuntarily Separated Military (ISM)
3. Current and former employees
4. Outside Applicant - veteran (DD 214, MBR 4)
5. Outside Applicant - non-veteran

Selection will be made of Priority 1 applicants before all other Priorities. In the absence of Priority 1 applicants, selection will be made of Priority 2 applicants before all other Priorities. If there are no applicants available from Priority 1 or 2, then consideration will be as follows:

Consideration of Priority 3 (selection not mandatory). If there are applicants from Priority 4, then selection may be made from Priority 3 or 4. If there are Priority 4 applicants, selection may not be made from Priority 5 unless pass over of a Veteran to select a non-veteran is approved by the Garrison Commander.

SPOUSAL PREFERENCE ELIGIBILITY: Begins 30 days prior to military sponsor's reporting date and continues through entire tour or until acceptance or declination of a position offer (NAF, APF, or AAFES whether preference was applied or not), with the exception of a temporary position to last less than one year. **To apply under Spouse Preference, the completed Request for Application of Spouse Preference For Nonappropriated Fund (Fort Polk Form FP 131), and a copy of Sponsor's PCS orders must be furnished with DA Form 3433 and 3433-1 (Nonappropriated Fund Employment Application) and/or resume to certify eligibility for preference in NAF positions of grade NF-3 and below. PLEASE NOTE THAT NOTIFICATION OF PERSONNEL ACTION (DA FORM 4187 CANNOT BE SUBSTITUTED FOR PCS ORDERS).** REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KNOWLEDGES, SKILLS AND ABILITIES WHERE REQUIRED, ETC.) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARILY SEPARATED MILITARY (ISM) AND THEIR ELIGIBLE FAMILY MEMBERS: Eligibility for ISM preference will be verified by a copy of DD 214 (member 4 copy) or DD 1173 (ID Card) for eligible family members or a copy of official letterhead from the Department of the Army indicating eligibility. This applies to competitive recruitment at grades NF-3 and below. An individual can only receive this preference once. An ISM preference is terminated upon placement or declination of a position (whichever comes first).

CURRENT AND FORMER NAF EMPLOYEES (CNE & FNE): A CNE is an employee who is currently working for Nonappropriated Funds. A FNE is a former employee who previously worked for Nonappropriated Funds regardless of dates of prior employment or location. Unless presently employed as a NAF employee at Fort Polk applicants must furnish proof of employment status by providing the latest copy of DA Form 3434. In addition, Appropriated Fund employees (APF) are also

considered in this category. A copy of their latest SF 50 must be submitted with the application/resume.

OUTSIDE APPLICANT VETERAN (OAV): An OAV is an applicant who has served on active duty for at least six months prior to 15 October 1976; served in a campaign or expedition for which a badge is authorized and who has not been previously employed by a NAF activity. A copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume. This priority is granted whether or not the service member retired from the military service as long as the discharge was "honorable".

OUTSIDE APPLICANT NON-VETERAN: If the applicant is a retired military service member, a copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume and employment cannot be granted for 180 days after the military retirement date. If the applicant did not retire, but previously served in the military regardless of the number of years, then a copy of DD Form 214 (member 4 copy) is also required.

In accordance with the Department of the Army Guidance for streamlining the recruiting procedures, all applicants will not be individually notified of their qualifications and final action taken under this announcement.

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ANNOUNCEMENT NO.: NAF-PA-2004-172

POSITION TITLE: Bowling Facility Maintenance Worker
PAY PLAN-SERIES-GRADE: NA-4749-03
ENTRANCE SALARY: \$6.94 per hour
LOCATION: DMWR, CRD, Stars & Strikes Bowling Center
EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Works under general supervision of the Bowling Facility Manager who provides daily assignments and instruction for tasks to be performed including custodial work. Performs assigned tasks without constant supervision of each task. Makes minor corrective adjustments to bowling center machinery and performs periodic preventive maintenance on automatic handling equipment. Cleans and conditions bowling lanes and return racks, maintains proper stock levels of spare parts for automatic pinsetter and mechanical equipment, and assists with general maintenance of a bowling facility to include custodial work. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Successful completion of technical or vocational training equivalent to high school level courses in which applicant gained a basic understanding of how to use common hand tools, and 6 months specialized experience in the use of simple powered equipment, such as buffers, vacuums and sanders. Experience in the basic applications of paints and varnishes and the use of common cleaning agents and lubricants is desirable. Incumbent must be able to stand, walk, and lift light and medium weight objects.

ANNOUNCEMENT NO.: NAF-PA-2004-173

POSITION TITLE: Lifeguard

PAY PLAN-SERIES-GRADE: NF-0189-01

ENTRANCE SALARY: \$6.00 per hour

LOCATION: DMWR, CRD, Swimming Pools

EMPLOYMENT CATEGORY: Regular Full – Time. **(No Less Than 40 Hours Per Week).**

SUMMARY OF DUTIES: Performs lifeguard duties, responsible for safeguarding the lives of persons using the swimming pool. Rescues swimmers and administers first aid as required. Ensures that safety rules are followed. Assists in maintaining pool, and keeping area clean and free from any hazards. May be called upon to conduct swimming instructions for young children, with a parent or guardian present. Provides information to swimmers regarding safety rules and procedures. Tactfully warns patrons who repeatedly disregard safety rules, and reports their behavior to the Senior Lifeguard. Maintains daily logs and records as required. Uses a computer or laptop to make notes, prepares and reviews reports, receives and transmits electronic mail in support of personally performed duties, not requiring a qualified typist.

QUALIFICATION REQUIREMENTS: Current Red Cross Advanced Life Saving Certificate. Current CPR Certificate. **(Must attach a copy of certifications to application).**

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ANNOUNCEMENT NO.: NAF-PA-2004-174

POSITION TITLE: Recreation Assistant

PAY PLAN-SERIES-GRADE: NF-0189-02

SALARY RANGE: \$6.80 per hour

LOCATION: DCA, CRD, Arts & Crafts Center

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Provides quality customer service in regards to sublimation, which is a heat transfer to T-shirts, mugs, metal, hats, etc. Must have knowledge and experience of computer graphics, utilizing programs relating to graphics to include Clipart and Corel Draw. Responsible for shop inventory and maintain a good and accurate account of all supplies. Performs matting and framing custom service, assembling frames, cut mats and glass. Assists customer in selection of materials for use in sublimation, framing, etc. Collect fees when appropriate.

QUALIFICATION REQUIREMENTS: Experience in use of a computer system, which requires knowledge, skill and ability in computer graphics including applications such as Clipart and Corel Draw. Incumbent will be required to work evening, weekends, and holidays. Good communication and customer service skills. Ability and skill in the operation of a computer system. Required to lift or move weights up to 50 pounds and demonstrated ability to perform the duties of the position.

ANNOUNCEMENT NO.: NAF-PA-2004-175

POSITION TITLE: Veterinary Medical Officer

PAY PLAN-SERIES-GRADE: NF-0701-04

SALARY RANGE: \$73,045 - \$75,5000 per annum

LOCATION: Veterinary Treatment Facility

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Performs professional veterinary work that involves the investigation, examination, treatment, and control of animals. Diagnoses animal health problems; vaccinates against diseases, such as distemper and rabies; medicates animals suffering from infections or illnesses; treats and dresses wounds, set fractures; performs surgery; and advise owners about animal feeding, behavior, and breeding. Issues health certificates. Performs and interprets laboratory findings. Maintains health records and prepares reports as necessary.

QUALIFICATION REQUIREMENTS: Knowledge of veterinary science principles and concepts as evidenced by a degree of Doctor of Veterinary Medicine or equivalent. Must be state licensed to practice veterinary medicine and be accredited to issue health certificates.

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For further information regarding these vacancies, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6301/6631.

BILL R. CHANCE
NAF Human Resources Officer
CPAC, NAF Branch

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